

24 APRIL 1998

Motor Vehicles

**FLIGHTLINE OPERATION OF MOTOR  
VEHICLES****COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFI 13-213, *Airfield Management*. It establishes policies, procedures and standards relating to the operation of motor vehicles on the McConnell Air Force Base (MAFB) flightline. It is applicable to all units with drivers assigned, including tenant units. Because of the mixing of aircraft and vehicles on the flightline, strict adherence to the procedures established herein is absolutely essential. Proposed changes to this regulation will be submitted to the 22d Operations Support Squadron, Airfield Management Section, for processing approval.

**SUMMARY OF REVISIONS**

Changed airfield management certification hours (para **1.2.5.**); added requirement to add squadron VCO/VCNCO to squadron's outprocessing checklist (para **1.3.2.3.**); added new VCO/VCNCO requirements (para **1.4.**); added new unit commander responsibilities (para **1.3.**); added new description of runway hold lines (para **2.9.1.**); added new procedures concerning instrument hold lines (para **2.10.**); added new procedures concerning operations ramp (para **2.5.3.**).

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## Chapter 1

### FLIGHTLINE DRIVING PROGRAM

**1.1. Flightline Driving Program.** The Chief, Airfield Management, is responsible for the overall supervision of flightline driving on MAFB. This program is designed to prepare VCO/VCNCOs to manage their unit flightline driving program.

**1.2. Airfield Management Responsibilities.** VCO/VCNCOs will receive flightline driver training from Airfield Management. Training will be completed in accordance with this instruction and Flightline Driving Course (FDC).

1.2.1. Details of the program contained in this instruction are intended to provide the minimum requirements for all vehicle operators to safely operate vehicles on the MAFB flightline. Training requirements are covered in FDC.

1.2.2. Upon completion of training, VCO/VCNCOs will be certified and qualified to instruct and manage the flightline driver training program at the unit level.

1.2.3. Airfield Management will inspect a minimum of one unit's flightline driving program each quarter to ensure flightline driver training is being properly conducted and documented. Three to five flightline vehicle operators will be chosen at random and administered the flightline driving test. Individuals who fail to pass the test will be decertified and must again complete flightline driver orientation training prior to recertification.

1.2.4. Airfield Management is the final approval authority for all unit written tests and training programs prior to their use.

1.2.5. Airfield Management will review training documentation and may ask questions or give a practical test on local flight line driving procedures prior to issuing the competency card. Airfield Management is available on:

Tuesday - Thursday:0800-1100L

Wednesday:1400-1500L

Tuesday - Thursday:0800-0930L (Runway Access)

**1.3. Unit Commander Responsibilities.** Each unit commander who has personnel driving on the flightline will appoint unit VCO/VCNCOs to manage their flightline driving program. It is recommended at least one instructor be appointed for each duty period for units operating 16-24 hours a day.

1.3.1. VCO/VCNCOs should be currently assigned duties involving driving on the flightline and must be certified by Airfield Management prior to designation.

1.3.2. The unit commander will:

1.3.2.1. Appoint a VCO/VCNCO by letter (see [Attachment 1](#)).

1.3.2.2. Certify personnel are qualified to drive on the flight line (see [Attachment 2](#)).

1.3.2.3. Add squadron VCO/VCNCO to squadron's Out Processing Checklist.

1.3.2.4. Ensure the number of personnel authorized to drive on the flightline is kept at an absolute minimum.

1.3.2.5. Upon suspension/revocation of a unit member's civilian driver's license by civil authorities, suspends/revokes the member's flightline driving authorization, and notifies the unit VCO/VCNCO and Chief Airfield Management in writing.

**1.4. VCO/VCNCO Responsibilities.** The VCO/VCNCO will manage the unit's overall flightline driver program, and may add items, approved by Airfield Management, which are unique to their flightline driving program.

1.4.1. The VCO/VCNCOs will:

1.4.1.1. Be appointed in writing by the commander (see [Attachment 1](#)).

1.4.1.2. Be trained and certified to drive on the flightline.

1.4.1.3. Review VCO/VCNCOs and Instructors Checklist (see [Attachment 3](#)).

1.4.1.4. Appoint and train all instructors and ensure vehicle operators are trained and certified as outlined in this instruction. Forward a list of qualified instructors to include name/rank/date of appointment to Airfield Management.

1.4.1.5. Ensure each flightline vehicle operator is provided a course of instruction as outlined in para [1.5](#) of this instruction.

1.4.1.6. Administer the flightline driving test, to include unique items for respective units, both written and practical, to all unit personnel. VCO/VCNCOs may alter or rewrite test with Airfield Management's prior approval (see para [1.2.4](#)).

1.4.1.7. Ensure drivers in OJT are qualified to operate the vehicle and accompanied by a qualified instructor.

1.4.1.8. Upon completion of all flightline driving requirements, have each individual hand carry a completed AF Form 483, **Certificate of Competency**, and [Attachment 6](#) to Airfield Management for certification as indicated in para [1.2.5](#). The [Attachment 6](#) will be kept on file with the VCO/VCNCO until the individual departs from McConnell.

1.4.2. Provide annual briefing on flightline driving safety-related items to all drivers. The briefing will cover items in [Attachment 7](#).

1.4.3. Annually review all operational instructions and written procedures on flightline operations for completeness and compatibility with AF and AMC instructions, and local directives. All procedures will be sent to 22 OSS/OSAA for review before being implemented.

1.4.4. Meet annually with instructors to review problem areas, and any changes. A written record of the meeting and attendees will be maintained and subject to inspection by 22 OSS/OSAA personnel.

1.4.5. Submit quarterly report (Jan-Mar, Apr-Jun, Jul-Sep, Oct-Dec) of the number of flightline drivers in their unit. The report will be sent to 22 OSS/OSAA.

1.4.6. Brief squadron commander of flightline driving violations and runway intrusions incurred by unit personnel.

1.4.7. Train their replacement at least 30 days prior to their PCS.

1.4.8. Accompany replacement to Airfield Management with new appointment letter signed by unit commander.

1.4.9. Prior to unit flightline drivers out processing due to PCS, obtain the drivers AF Form 483. Send the AF Form 483 and [Attachment 6](#) to 22 OSS/OSAA for disposition.

**1.5. Vehicle Operators (Flightline).** Vehicle operators are prohibited from operating on the flightline without specific approval from Airfield Management. Airfield Management may authorize non-flightline qualified vehicle operators to conduct limited operations on the flightline. If escort operations are required, a qualified vehicle operator will be selected from the unit most directly supporting the operation. Under no circumstances will a “blanket” vehicle operators certificate be issued to authorize flightline driving. The following requirements for vehicle operation on the flightline apply:

1.5.1. Flightline Vehicle Operator Requirements. Operating procedures will consist of local flightline driving requirements contained in this instruction. All VCO/VCNCOs will ensure each flightline vehicle operator:

1.5.1.1. Completes a course of instruction as outlined in the Flightline Driving Course (FDC).

1.5.1.2. Completes flightline orientation check ride, day and night (see [Attachment 6](#) and [Attachment 7](#)).

1.5.1.3. If requiring runway access, completes a color vision test. This can be completed by physical exams (see Para [1.10](#)). If the individuals AFSC require normal color vision, this requirement has been fulfilled and should be annotated on [Attachment 6](#).

1.5.1.4. Attains a minimum passing score of 80% corrected to 100% on the written flightline driving tests.

1.5.1.5. Possesses a valid state drivers license and AF Form 483 (see [Attachment 4](#) and [Attachment 5](#)) over stamped by Airfield Management.

1.5.1.5.1. AF Form 483 over stamped “McConnell AFB Flightline Authorized, Runway Access Not Authorized” means the vehicle operator has completed the prescribed course of instruction required by this instruction and is qualified and certified by the VCO/VCNCO and Airfield Management. Vehicle operators with the above statement on their AF Form 483 will not enter the runway or the runway environment without proper escort. All vehicle operators must know and understand where the runway hold line markings are.

1.5.1.5.2. AF Form 483 over stamped “McConnell AFB Flightline Authorized, Runway Access Authorized” means the vehicle operator has completed the prescribed training required by this instruction and is qualified and certified by the VCO/VCNCO and Airfield Management. Additional training is required for runway access (see Para [2.9](#)).

1.5.2. Licensed government and private operators, such as Higher Headquarters (HHQ) inspectors, need not complete the above conditions, provided a statement in their travel orders indicates they are flightline certified or possess a valid AF Form 483 from their home station.

1.5.3. HHQ teams will be trained/certified by their unit VCO/VCNCO. Documentation of training will be maintained at their headquarters. Rental vehicles used by inspection team members must display their TDY orders in the vehicle at all times.

1.5.4. TDY personnel in possession of a valid AF Form 483 from base of assignment will be given a local flightline driving briefing by the OPR's VCO/VCNCO. The briefing will consist of items peculiar to the base environment and flightline. TDY personnel not in possession of valid AF Form 483 from base of assignment must complete 1.5. thru 1.5.1.5. with OPR's VCO.

1.5.5. Contractors/vendors may be granted temporary privileges by Airfield Management, after completing the following:

1.5.5.1. A briefing by the VCO/VCNCO or Airfield Management on flightline vehicle operation.

1.5.5.2. Establishment of an exact route to and from all work areas.

1.5.5.3. Issuance of MAFB Form 114, Contracting/Vending Access List. (see Chapter 4).

1.5.6. All flightline training or exercises will be performed in GOVs.

**1.6. Kansas Air National Guard (KSANG) procedures.** The 184th Bomb Wing (184 BW) will follow the guidelines in this instruction, except when operating in their area of operations.

**1.7. Boeing Fire Department.** The MAFB Fire Department will accomplish the VCO/VCNCO duties for Boeing. Boeing will be subject to this instruction while operating on the airfield.

**1.8. The 22d Air Refueling Wing Safety Office will:**

1.8.1. Assist Airfield Management in establishing a proper flightline driving program.

1.8.2. Assist Airfield Management in monitoring unit flightline driver training programs and procedures for effectiveness.

**1.9. The 22d Medical Group will:**

1.9.1. Assist Airfield Management in establishing a proper flightline program.

1.9.2. Conduct necessary physical testing or screening (e.g., for color blindness).

**1.10. Color Vision Requirements.** Color vision testing is required for individuals requiring operations in the runway environment. The 22d Medical Group will conduct physical testing. Airfield Management may opt for a practical rather than a medical test of color vision. Use of Control Tower's light-gun signals may be used in lieu of medical testing.

## Chapter 2

### GENERAL FLIGHTLINE VEHICLE OPERATIONS

**2.1. Flightline Definition and Aircraft Movement Areas:** Vehicles being operated on the flightline are limited to those necessary for operations and maintenance. “Flightline” is defined as that portion of the airfield where aircraft routinely takeoff, land, taxi, park, or are towed; including runways, taxiways, and aircraft maintenance and servicing areas where aircraft may be encountered, excluding aircraft on permanent static display.

**NOTE:** “Flightline” in the flightline maintenance complex (FMC) starts at the rear, or most easterly edge of the maintenance hangars. All POVs are prohibited from entering these areas unless a MAFB Form 41 has been issued (see Para 4.3.). The Control Tower is responsible for all vehicle and pedestrian traffic on both runways and in the runway environment. Airfield Management approves and coordinates those parts of the airfield movement area where vehicles or pedestrians may operate without Control Tower approval, and establishes procedures to recall personnel and vehicles to a safe distance from a runway or the runway environment.

2.1.1. The Mass Aircraft Parking Area (MAPA) includes the aircraft parking ramp (B-1B and KC-135R) and the flightline maintenance complex (maintenance facilities). The controlled area boundary is defined as the area encompassed by Salina Drive on the north, Topeka Street on the east, an east/west boundary south of Building 1111, and TWY A on the west. This area is enclosed by a single chain link fence on the north and by a single red painted line on the ramp and along the boundary parallel to TWY A.

**NOTE:** In some cases the boundary to the MAPA may be changed and marked with red/orange rope supported by stanchions or rubber discs. The area is posted with appropriate restricted area signs. The OPR for this restricted area is the 22 OG/CC.

2.1.2. The Operations Ramp is the area in front of Airfield Management, Bldg 1112, and Transient Maintenance, and is the primary parking area for distinguished visitor aircraft.

2.1.3. The Delta Ramp is located south of Bldg. 1218 and is the primary transient aircraft parking ramp. It encompasses parking spots D1 through D4. When aircraft are present in this area all entry control points will be utilized. Vehicle operators will exercise extreme caution while driving around aircraft.

2.1.4. The Primary Hot Cargo area is located at the east end of TWY C parking spot D5, and is used for hazardous cargo on/off load.

2.1.5. The Secondary Hot Cargo area is located at the east end of TWY D parking spot D6, and is used for overflow from TWYC.

2.1.6. Echo Row is located at the southeast end of the airfield, near the intersection of TWY A and TWY E. It encompasses parking spots E1 through E5. When Aircraft are present in this area all entry control points will be utilized. Vehicle operators will exercise extreme caution while driving around aircraft.

**2.2. Vehicle Definition.** For the purpose of this regulation, vehicles are defined as “any motor-propelled, wheeled vehicle designed to operate on the airfield.”



**2.3. Right of Way.** Vehicles will yield to aircraft by moving to a position clear of the intended path of the aircraft. Under no circumstances will vehicles halt in front of, between, or drive into the path of taxiing aircraft, except during emergencies (see para 3.2. and 3.11.).

2.3.1. Flightline drivers must be aware of all aircraft with engines operating, and scan the immediate area for the presence of a marshaller.

2.3.2. At no time will any vehicle pass between an aircraft and a ground marshaller in position.

2.3.3. **HELICOPTER RIGHT OF WAY: MOVING HELICOPTERS HAVE THE RIGHT OF WAY OVER ALL OTHER GROUND TRAFFIC.** All vehicles must remain stationary in the vicinity of a helicopter until it is positioned and parked.

**2.4. Proximity to Aircraft.** Vehicles will remain at least 25 feet from all aircraft, except when mission dictates (see [Chapter 3](#)). No vehicle will pass within 200 feet to the rear of an aircraft that has its engines running at idle, or within 900 feet if engines are above idle.

**NOTE:** Radiation hazard from B-1B with taxi lights illuminated requires vehicles to remain 150 feet from aircraft. Vehicle drivers expect to detour to taxiway centerline to avoid intrusion.

**2.5. Traffic Routes.** General rules of the road apply:

2.5.1. Mass Aircraft Parking Area (MAPA). Vehicles en route to the MAPA will proceed to one of the entry control points (ECPs). After entering the MAPA, proceed to the desired point via the painted roadway lines. Observe one-way traffic lanes indicated by painted arrows. Stopping or parking in the traffic lane is not authorized. The center taxiway may be used as a roadway. Leave the roadway at a 90 degree turn and return directly to the roadway when the task is completed.

CAUTION: Vehicle operators will, at all times, avoid driving over the consolidated aircraft support system (CASS) covers on the flight line.

2.5.2. Routine vehicle traffic operating on the taxiways will stay to the immediate right of the taxiway centerline, avoid driving on taxiway shoulders.

2.5.3. Operations Ramp is off limits to all vehicles unless in direct support of an aircraft parked on the ramp. All other vehicles will utilize the access road to the east and south of the ramp.

2.5.4. Transit of TWY E and D via Boeing property by KSANG, Fire Department etc., is permitted without contacting Boeing, provided the driver stays next to the taxiway line. Vehicles should not stop except to pick up possible FOD. KSANG recovery may use the concrete area at the south end of TWY E for end-of-runway checks. Absolutely no photographs of Boeing property or contract aircraft are allowed without permission from Boeing Defense Plant Representative Office (DPRO).

**2.6. Vehicle Passengers.** Passengers in government vehicles will exercise particular caution. Passengers will not ride on tugs or towing vehicles unless a suitable seat with back and side guard is installed; nor will they ride on any part of moving equipment not designed especially for passengers.

**2.7. Parking Vehicles on the Flightline.** No vehicles will be parked in such a manner as to impede other traffic or interfere with responding emergency vehicles. Vehicles in the MAPA will park only in designated parking areas, and only long enough to perform necessary maintenance. There will be no extended

(8-hour shifts) parking in the MAPA. When leaving a motor vehicle unattended, the vehicle operator will ensure:

- 2.7.1. The vehicle is turned off and keys are left in the ignition.
- 2.7.2. The transmission selector for automatic transmission is placed in "PARK," for manual transmission, place in reverse.
- 2.7.3. The parking brake is set.
- 2.7.4. The vehicle is not pointed toward any aircraft.
- 2.7.5. All motorized, self-propelled vehicles, not equipped with an integral braking system (i.e., hand/parking-brake), parked and left unattended within aircraft parking areas, or within 25 feet of an aircraft, will be chocked when the driver exits the vehicle. Chocks will be placed fore and aft of one of the drive wheels. Emergency and alert force vehicles are exempt. Vehicles will not be parked in such a manner as to present a hazard.

**NOTE:** The term "Motorized, self-propelled vehicles" does not pertain to aerospace ground equipment (see AFOSH STD 127-100).

- 2.7.6. Abandoned Vehicles. Drivers who abandon vehicles for any reason must notify Airfield Management immediately. Vehicle will be moved clear of airfield pavements and must be clearly identifiable, both during the day and night. Keys will be left in the ignition.

**2.8. Vehicle Lights.** During hours of darkness, when approaching a moving aircraft, headlights will be extinguished to preclude interference with the pilot's vision. Parking lights will be left on and headlights will be reilluminated after the aircraft is out of range.

**NOTE:** "Daytime running lights" on newer vehicles can be extinguished by setting the parking/hand brake.

**2.9. Runway Environment Access and Crossing Procedures.** Runway environment includes each runway and overruns, extending 100 feet from the runway and overrun edges in all directions.

- 2.9.1. Runway consist of four parallel yellow stripes (two solid, two dashed) on a black background, perpendicular to taxiway centerline. They are located 100 feet or more from the edge of the runway. "STOP" signs are co-located on each side of the taxiways indicating the position of the .

**NOTE:** ALL PERSONNEL MUST BE TRAINED BY THEIR UNIT VCO/VCNCO AND CERTIFIED BY AIRFIELD MANAGEMENT PRIOR TO CROSSING THE RUNWAY OR ENTERING THE RUNWAY ENVIRONMENT.

- 2.9.2. Personnel must use Salina Drive to reach the other side of the base, unless a runway crossing is absolutely necessary. The perimeter road at the north and south end of the runways are for Airfield Management, Airfield Maintenance, Comm, Airfield Lighting, and Security Forces. These roads will not be used as quick access to KSANG. Crossing runways merely for convenience is strictly prohibited. When runway access or crossing is operationally necessary, the following procedures will be strictly followed:

- 2.9.2.1. Contact flight data and state your purpose. If approved, an authorization code suffix (Lima, Juliet, etc.) will be issued to be used after your call sign (i.e., contractor 1 Lima). Flight

data will pass the suffix to the Control Tower. Without the suffix, runway access will be denied (see [Attachment 8](#) for exempt vehicles).

2.9.2.2. Vehicle traffic requiring access to only one runway will normally approach that runway from the same side the runway is on; i.e., the east runway will be approached from the east side, etc.

2.9.2.3. Vehicles will be operated no closer than 100 feet (the hold lines) to an active runway without direct, two-way radio communication and clearance from the Control Tower. Control Tower approval must be received prior to crossing the hold line or encroaching closer than 100 feet from the runway for any reason.

2.9.2.4. Vehicles equipped with rotating lights will have them on while on the runway. Vehicles not equipped with rotating lights must have emergency flashers illuminated while on the runway. If the vehicle operator exits the vehicle on the runway or inside the 100-foot hold-line, a portable hand-held radio will be monitored at all times. Maintenance crews may work in the grass infield areas with approval from Airfield Management, and in direct two-way radio communication with control tower.

2.9.2.5. When told to exit the runway, operators will exit the runway immediately and remain behind the hold line (or 100 feet from the runway) until authorized back on the runway by the Control Tower.

2.9.3. Vehicle operators or persons are prohibited from attempting to obtain Control Tower clearance onto a runway through a third party, such as Command Post or Maintenance Aircraft Coordination Center (MACC). Vehicles or persons without two-way radio communication with Control Tower must be escorted by an individual who is trained and certified (see para [1.5.](#)) and has the proper radio equipment.

2.9.3.1. The escort will obtain proper clearance for all vehicles from the Control Tower prior to proceeding on or across the runway. Once given permission from the Control Tower, the escort must communicate the approval to the escorted.

2.9.3.2. The escort will remain in close visual contact with all escorted vehicles or persons and maintain radio contact with the Control Tower at all times. Under no circumstances will the escort depart the runway prior to the escorted vehicles or persons.

2.9.4. The Control Tower's light gun signals will be used in the event radio communication is lost with a vehicle on the runway. Information stickers that will help you remember the required actions are provided and maintained in all vehicles authorized to operate on the flightline. These signals, with actions required, are as follows:

2.9.4.1. Steady Green Light: Cleared to cross.

2.9.4.2. Steady Red Light: STOP. Vehicles will not be moved.

2.9.4.3. Flashing Red Light: Clear the active runway immediately.

2.9.4.4. Alternating Red and Green Light: General warning. Exercise extreme caution.

2.9.4.5. Flashing White Light: Return to starting point on airport.

**NOTE:** In addition to the above light gun signals, vehicle operators are also required to continuously observe the runway edge lights for a flashing signal from the Control Tower. In the event the Control Tower flashes the runway lights, all personnel and equipment shall immediately exit the runway.

**2.10. Instrument.** Vehicle operators will be instructed on instrument and necessary precautions to be taken when operating near Instrument Landing System (ILS), Tactical Air Navigation (TACAN), etc (see FDC). Instrument are located on TWY B and TWY E at the intersections of TWY A and TWY F.

**NOTE:** DURING INCLEMENT WEATHER (THIS IS EVIDENT WHEN THE BLUE TAXIWAY LIGHTS ARE ON) ALL VEHICLE OPERATORS MUST STOP SHORT OF THE INSTRUMENT HOLD-LINES/SIGNS AND OBTAIN CLEARANCE FROM THE TOWER PRIOR TO ENTERING THE RUNWAY ENVIRONMENT.

**2.11. Foreign Object Damage (FOD) Control.** Flightline vehicle operators will ensure equipment carried on the vehicle is properly stowed and secured, and vehicles are inspected to ensure objects capable of falling off and creating a FOD hazard are properly attached to the vehicle.

2.11.1. When operating on the flightline from unpaved surfaces, the operator will ensure tires and undercarriages of vehicle are free of rocks and debris.

2.11.2. All vehicle operators are responsible for removing any observed FOD from the flightline.

2.11.3. For FOD that cannot be removed, Airfield Management must be notified, who in turn will contact CE.

**2.12. Control Tower Terminology.** See Flightline Driving Course (FDC) Figure 6 for terminology to use when communicating with the Control Tower.

**2.13. Personal Radios.** The use of personal radios (AM/FM, tape player, etc.) is prohibited in vehicles operating on the flightline.

**2.14. Speed Limits.** Emergency vehicles, ambulances, and snow removal equipment may exceed speed limits only when personnel and property are not endangered. Speed limits for routine traffic are:

2.14.1. Special Purpose and Weapons Vehicles: 10 MPH.

2.14.2. General Purpose Vehicles:

2.14.2.1. Taxiways, ramps and parking areas: 15 MPH.

2.14.2.2. AGE towing single units: 10 MPH.

2.14.2.3. AGE towing multi units: 5 MPH.

2.14.2.4. Aircraft being towed: 5 MPH.

2.14.3. All vehicles within 25 feet of aircraft: 5 MPH.

2.14.4. TWY F and TWY A (south of Bldg 1218) (no aircraft or vehicles nearby) and perimeter roads: 25 MPH.

2.14.5. TWY A north of Bldg 1218: 15 MPH.

**2.15. Backing Procedures.** When backing is required, a spotter will be posted to prevent the vehicle from backing into an aircraft. When backing within 25 feet of an aircraft a spotter and prepositioned wheel chocks will be used.

**2.16. Bicycles.**

2.16.1. Bicycles are allowed in the FMC and hangar areas, but are prohibited from entering any runways, taxiways, or aircraft parking ramps. Bicycles will not be operated west of the apron light poles. Bicycles will have lights and reflectors when operating at night. KSANG is approving official for allowing bicycles in their aircraft parking area on the KSANG side only.

2.16.2. 22d Security Forces Squadron may operate patrol bicycles on the aircraft parking ramps but will not leave them unattended. Bicycles will have lights for night riding.

**2.17. Jogging.** Jogging is prohibited on any areas of the flightline.

## Chapter 3

### SPECIAL USE VEHICLES

**3.1. Introduction.** This chapter contains procedures peculiar to “special use” and “special purpose” vehicles operating on the flightline. This chapter is not intended to provide complete operating guidance. Expanded procedures are contained in the regulations and manuals cited in the purpose statement of this regulation.

#### **3.2. Emergency Vehicles.**

3.2.1. Special Duty Vehicles (SDVs). The following vehicles are classified as special duty vehicles, and are required to respond to aircraft emergencies, alert force response, airfield inspections, and to perform other special duties on the flightline: wing commander, support group commander, operations group commander, medical group, airfield management, fire department, security forces, flying safety officer, and logistics group commander. SDVs should be equipped with a radio (FM or UHF), with Control Tower capability.

3.2.2. SDVs responding to an emergency may follow the most direct route to the activity and travel at a speed consistent with driving conditions and the nature of the situation. During emergency response, the vehicles will display red lights or sirens.

3.2.3. SDVs responding to an emergency may use any portion of the airfield necessary (whether closed to normal traffic or not), except the active runway to achieve the most direct access to the emergency location.

UNDER NO CIRCUMSTANCES WILL ANY PORTION OF THE RUNWAY ENVIRONMENT OR ACTIVE RUNWAY BE ENTERED OR CROSSED WITHOUT CONTROL TOWER CLEARANCE.

3.2.4. SDVs that must remain in operation at the scene of an emergency may be parked with engine running, parking brake set, transmission in neutral or park, and drive wheel chocked when the driver's seat is not occupied.

3.2.5. Fire Department vehicles responding to an emergency have priority over all other motor vehicles and aircraft ground movement on the airfield. The Control Tower will instruct all taxiing aircraft to give way to responding emergency vehicles or hold position, as required.

**3.3. Refueling Vehicles.** Operators of refueling vehicles will approach the aircraft in such a manner that the operator's side is adjacent to the aircraft. Where backing is absolutely necessary in the approach to an aircraft, a spotter will be posted and wheel chocks prepositioned on the ramp to prevent the vehicle from backing into the aircraft. The vehicle backing speed will be slow enough so the bumper chocks will stop the vehicle in case of brake failure. Under no circumstances will the fuel servicing vehicles be driven or parked under any portion of the aircraft. Refueling vehicles must remain off asphalt shoulders.

#### **3.4. Aircraft Towing Vehicles.**

3.4.1. The Maintenance Aircraft Coordination Center (MACC) will contact the Control Tower for authorization to tow. This authorization does not allow entry into the runway environment.

3.4.2. Tow team supervisor will ensure direct, two-way radio communications with Control Tower before crossing runway or entering the runway environment. Radio communications must be maintained at all times while in the runway environment.

3.4.3. Escort must establish direct radio contact. The radio operator must obtain clearance for each vehicle entering and leaving the runway environment; i.e., escort vehicle, tow vehicle, and Security Forces vehicle, etc.

**3.5. Forklifts.** Forklifts will be operated by licensed drivers and will never be driven faster than 10 MPH on ramps. When maneuvering forklifts close to aircraft, it is mandatory to use a spotter to assist the driver in determining safe distances. Chocks will be placed on the ramp to prevent backing into aircraft.

**3.6. Snow Removal Vehicles.** Snow removal equipment is exempt from the speed limits only when necessary for operational efficiency. Snow plows will not be required to stay within the driving lanes. Exemptions are only valid during implementation of the Base Snow and Ice Control Plan.

**3.7. Airfield Lighting Vehicles.** All vehicles used by airfield lighting personnel will have amber rotating beacons and two-way radio communications with the Control Tower. Each vehicle will have an outside speaker to allow a continuous communication link with the Control Tower while personnel are out of the vehicle. The vehicle's rotating beacon will be on at all times while in the runway environment.

**3.8. Security Forces Vehicles.**

3.8.1. Security Forces will not operate vehicles on active runways (i.e., beyond runway ) without direct radio contact with the Control Tower or escort.

3.8.2. Emergency runway entry (i.e. hostile act): Security Forces Control Center (SFCC) will contact Airfield Management (i.e. flight data) on a direct phone line and request closing of the affected runways. Airfield Management will determine required actions and inform SFCC when cleared to enter the runway.

3.8.3. Nonemergency entry: SFCC will check out ramp net radio from Airfield Management or contact Airfield Management and request escort to enter the active runways to conduct runway sweeps, convoys, etc.

**3.9. Aircraft Support Vehicles.** Vehicles, which require the engine to remain running to operate as the power source for auxiliary components, may be left unattended. When the driver's seat is not occupied, the parking brake will be set, the transmission placed in neutral or park, and the drive wheel chocked.

**3.10. Airspace Ground Equipment (AGE) Towing Vehicles.**

3.10.1. Farm tractor-type towing vehicles are not required to have the ignition switch turned off if the vehicle operator leaves the vehicle unattended solely for the purpose of immediate hookup of AGE. The vehicle operator may place the transmission selector in "neutral" during hookup.

3.10.2. Bobtail-type vehicles will have the transmission selector placed in "park" and the parking brake set during AGE hookup.

3.10.3. Vehicle operators who leave a vehicle unattended for purposes other than immediate hookup to AGE must follow flightline parking rules (see Para [2.7.](#)).

## Chapter 4

### POV FLIGHTLINE OPERATION

**4.1. POV Authorization.** In the interest of safety, designated privately owned vehicles (POVs) will be authorized to operate on the flightline in specifically designated areas when the authorization is deemed mission essential. Only those individuals authorized the use of their own POV to go to and from designated flightline areas will drive their vehicles in these areas. Each private vehicle operator must possess a valid state drivers license, receive a flightline driving orientation briefing, and authorization pass from Airfield Management. If the individual is flightline-certified, no additional training is required; however, MAFB Form 41, **Temporary Flightline Authorization**, is required and will be renewed annually.

4.1.1. Air Traffic Control personnel and communications maintenance personnel are authorized to utilize POVs for access to the control tower. Access shall be by the following route only: Jayhawk Drive to taxiway charlie west. Use the reverse route to depart the control tower.

4.1.2. All POV operators must meet requirements listed in para [1.5](#).

### 4.2. Civilian Contractors.

4.2.1. The following requirements will be included under “Airfield Procedures and Requirements” in the “Special Provisions” section of contract specifications for airfield and flightline adjacent projects.

4.2.1.1. Access to airfield construction sites or work areas will follow routes designated on contract drawings or other appropriate documents.

4.2.1.2. The contractor is responsible for providing a positive means of traffic control within the airfield limits of all contractor-generated traffic, including, but not limited to, all contractor, sub-contractor, supplier, testing laboratory, surveyor, and quality control traffic. To ensure compliance with all airfield safety procedures and requirements, information and guidance are available to the contractor from the 22 ARW Safety Office.

4.2.1.3. The contractor’s proposed plan for positive control of airfield traffic shall be submitted verbally to the airfield manager prior to starting work. All revisions required by the airfield manager will be incorporated before any traffic enters the airfield. This plan will include, but is not limited to, the following:

4.2.1.3.1. Use of barricades, signs, etc., for diverting traffic from restricted portions of the airfield.

4.2.1.3.2. Use of escort vehicles or flag persons.

4.2.1.3.3. Provisions for airfield maps designating access routes, restricted areas, etc., to suppliers, testing laboratories, and others requiring access.

4.2.1.3.4. Contractor vehicles will be readily identifiable with appropriate signs on at least two sides of the vehicle.

4.2.2. Airfield Management will issue a MAFB Form 41. This card will be displayed in the contractor’s vehicle in the lower left area of the windshield. The form must have an expiration date, identify the vehicle by type and state registration number, and will not be transferred to another vehicle. To obtain this authorization, the following must be accomplished:



4.2.2.1. The contractor must furnish the contracting officer with a letter requesting a temporary flightline driving authorization. The letter must include the contract company's name, driver's names, make, model, and year of each vehicle, dates and areas where contractor operations will take place, and flight line driving is required.

4.2.2.2. The contracting officer will arrange with Airfield Management for a briefing and tour of the routes the contractor will use. The specific driver or responsible contract supervisor must be present for this indoctrination.

4.2.3. The quality assurance evaluator is responsible for monitoring contractor operations to ensure contractor personnel and equipment remains within the barricaded or designated work area on the airfield.

4.2.4. If the provisions of 4.2.2.1. and 4.2.2.2. are not met, contractor vehicles must be escorted by a qualified military individual trained and authorized to operate a GOV on the flightline. The unit receiving the contract assistance will provide escorts.

#### **4.3. Flightline Maintenance Complex (FMC) and Main Aircraft Parking Apron (MAPA).**

4.3.1. POV operations in the FMC and MAPA will be IAW AFI 31-101, Volume 1/AMC Sup 1, para. 5.10.5.2. which states POVs will not be allowed onto Priority A or B areas. The Installation Security Council (ISC) may approve the driving and parking of POVs in restricted areas (excluding flightline areas) containing Priority C areas due to geographic locations of parking lots. Approval is limited to mission-essential POVs only. All approved POVs must be conspicuously marked and identified in the Installation Security Instruction.

4.3.2. Security Forces will only enforce parking violations affecting the safe and orderly movement of traffic, impeding an emergency response, or blocking access to a restricted area. Squadron commanders and agency chiefs whose organizations are located within the FMC may establish a traffic warden program IAW MAFBI 31-201, Installation Traffic Code, Entry and Internal Circulation Control, to control parking.

## Chapter 5

### ENFORCEMENT OF FLIGHTLINE DRIVING RULES

**5.1. Introduction.** This chapter contains procedures for the enforcement of proper flightline driving practices and for the apprehension and reporting of violators. It is the responsibility of all personnel working or driving on the flightline to report unsafe driving practices when observed. Airfield Management and 22 ARW Safety office are the primary airfield safety observers on the flightline. It is the responsibility of all flightline personnel to enforce safe driving practices. 22 SFS/SFAR will forward to 22 OSS/OSAA a copy of all reports involving flightline operators.

#### **5.2. Flightline Driving Violations/ Observations.**

5.2.1. Any person who observes a flightline driving violation will correct the individual involved on the spot and/or report the violation to 22 OSS/OSAA.

5.2.2. Flightline driving violations will result in the suspension of the violators AF Form 483 which will be returned to Airfield Management. After all retraining has been accomplished and documented, the individual will report to Airfield Management with all required paperwork to receive a new AF Form 483. When appropriate, points will be assessed and documented, and the driver's AF Form 2296, Motor Vehicle Operator Information, will be annotated to reflect the violation. Additional administrative or disciplinary action is at the discretion of the respective unit commander.

**5.3. Runway Intrusion/Violations.** Vehicles or pedestrians entering the runway environment without Control Tower approval will be handled in the following manner:

5.3.1. The Control Tower will log the time and date of occurrence and provide Airfield Management with the runway intruder(s) description and position.

5.3.2. Airfield Management will take immediate action to detain the intruder by any means available (operations vehicle, security forces, etc.). The apprehending authority will escort the intruder to Airfield Management to obtain a statement (see [5.3.2.6.](#) below). The statement will include the following:

5.3.2.1. Date, time, and source of notification.

5.3.2.2. Name, rank, and organization of violator.

5.3.2.3. Written statement of circumstances by violator.

5.3.2.4. Date and time the violator's unit commander was notified.

5.3.2.5. Date and time the Safety office was notified.

5.3.2.6. Security Forces will handle runway intrusions, which constitute a suspected security breach (at no time will Security Forces personnel enter the runway environment without proper authorization from the Control Tower). The apprehended individual will be brought to the Security Forces Control Center. After Security Forces personnel have completed their procedures, they will direct the individual over to Base Operations for runway intrusion investigation.

5.3.3. Airfield Management will ensure the intruder does not reenter the flightline driving area and will remove flightline driving privileges (AF Form 483) until an investigation is completed. The VCO/VCNCO and immediate supervisor will report to base operations for a debriefing. The squadron

commander and VCO/VCNCO will ensure appropriate corrective action for the intruder is taken. Retraining will be consistent with the nature of the intrusion.

5.3.4. Upon receipt of the information from the intruder's unit commander, the Wing Safety office and Airfield Management will review the facts and corrective action taken/contemplated. If the runway intrusion meets Hazard to Air Traffic (HATR) criteria IAW AFI 91-202, the Safety office will submit the preliminary report. If the runway intrusion does not meet HATR criteria, the Safety office will coordinate the report ASAP with applicable agencies and ensure compliance with proposed corrective actions.

5.3.5. The first offense may result in revocation of flightline driving privileges for 30 days. A second offense may cause permanent revocation.

5.3.6. On duty control tower personnel will file an AF Form 457, USAF Hazard Report, on any runway intrusion not meeting HATR criteria.

**5.4. Random Checks.** Airfield Management and Security Forces patrols on the flightline will randomly stop vehicles and check the driver's AF Forms 483 and 2293 (as required) to insure that operators are "flightline authorized." Radar speed checks will be made at random intervals, or when obvious violations are noticed.

## Chapter 6

### KANSAS AIR NATIONAL GUARD PROCEDURES

**6.1. Responsibilities.** The 184 BW will comply with MAFBI 13-202 when not operating within the KSANG area of operations. The 184 BW/OG, VCNCO will manage the flightline drivers training program for the 184 BW. New flightline drivers are required to go through 22 OSS/OSAA for initial certification.

**6.2. KSANG Area of Operations.** Defined as the west area of the Mass Aircraft Parking Area, parking spot B7-B17 with boundaries of taxiway A on the west, vehicle flow lanes on the east, aircraft parking spot B17 on the south, and aircraft parking spot B7 on the north. KSANG area of operations also includes the KSANG ramp.

**6.3. Proximity to Aircraft.** Within the KSANG area of operations vehicles will remain at least 25 feet clear of all aircraft except for specific mission requirements. No vehicle will pass within 200 feet to the rear of an aircraft with an engine at idle nor within 900 feet if the engine is above idle.

**6.4. Flightline Access Routes.** Entry into the KSANG area of operations will be via restricted area entry control points of the Mass Aircraft Parking Area.

**6.5. Parking Vehicles on the KSANG Flightline.** Vehicles will not be parked so as to impede vehicle or aircraft movement or responding emergency vehicles. When a vehicle must be left unattended, the operators will take the following actions:

- 6.5.1. Ensure the vehicle will not create an obstacle (reference the white lines on the flightline). Vehicles will be parked in white parking box between wing tips.
- 6.5.2. Ignition turned off, keys left in the ignition.
- 6.5.3. Transmission selector in PARK, REVERSE, for manual transmissions.
- 6.5.4. Parking brake set.
- 6.5.5. Vehicle steer wheels aimed away from aircraft.

**6.6. Aircraft Tow Vehicles.** KSANG tow vehicle operators will ensure aircraft movement is coordinated through 184th Bomb Wing Maintenance Operations Center for control tower clearance. Tow vehicle operators will be in direct, two-way radio contact with the Control Tower prior to crossing runway hold lines or entering the runway environment. This radio contact may be accomplished by an escort vehicle. Maximum speed for towing aircraft is 5 MPH.

**6.7. Refueling Vehicles.** When backing is required, a spotter will be posted to prevent the vehicle from backing into the aircraft. Refueling vehicles must remain off the asphalt shoulders whenever possible.

LAWRENCE H. STEVENSON, Colonel, USAF  
Commander, 22d Air Refueling Wing

## Attachment 1

## APPOINTMENT OF VCO/VCNCO

Date

MEMORANDUM FOR 22 OSS/OSAA

FROM: (Your Unit)

SUBJECT: Appointment of VCO/VCNCO

1. The following individuals have been appointed VCO/VCNCOs for this organization:

a. VCO: Name/grade:

Duty section/duty phone

(signature)

Date Training Completed:

b. VCNCO: Name/grade

Duty section/duty phone

(signature)

Date Training Completed:

c. VCNCO: Name/grade

duty section/duty phone

(signature)

Date Training Completed:

NOTE: Asterisk (\*) indicates change.

2. The above signatures indicate each individual has been given sufficient instruction to complete their duties as VCO/VCNCO. All VCO/VCNCOs have read and understand MAFBI 13-202.

3. This supersedes our previous letter/memorandum, dated, xxxxxx, same subject.

JANE M. DOE, Lt Col, USAF

Commander

cc:

1. Each Individual

2. Flightline VCO Handbook

Date

1st Ind, 22 OSS/OSAA

MEMORANDUM FOR (Your Unit)

The above personnel have completed all training required by MAFBI 13-202 on the above dates and are ready to assume VCO/VCNCO duties.

JOHN A. DOE, MSgt, USAF

Airfield Management

**Attachment 2****COMMANDERS FLIGHTLINE DRIVERS FAMILIARIZATION CHECKLIST**

- A2.1.** Are selected vehicle officers and vehicle control noncommissioned officers physically, mentally, and emotionally capable of performing assigned tasks?
- A2.2.** Are only the minimum number of personnel necessary for mission accomplishment authorized to operate vehicles/equipment on the flightline?
- A2.3.** Are AF Form 2296, **Motor Vehicle Operator Information**; AF Form 2293, **Motor Vehicle Identification Card (GOV Driver's License)**; and state driver's license reviewed prior to allowing an individual to operate a vehicle or equipment on the flightline?
- A2.4.** Are only certified personnel authorized to drive on the flightline?
- A2.5.** When flight line driving violations occur, is the unit commander and VCO/VCNCO notified? Was the vehicle operator decertified, and was remedial training completed before recertification?
- A2.6.** Upon suspension of a unit member's civilian driver's license by civil authorities, does the commander suspend the member's flight line driving authorization and notify the unit VCO/VCNCO and CAM in writing?

**Attachment 3****VCO/VCNCO AND INSTRUCTORS CHECKLIST**

- A3.1.** Are unit flightline instructors and vehicle operators qualified and certified?
- A3.2.** Are vehicle operators familiar with safety rules and regulations associated with flightline driving?
- A3.3.** Have the following requirements been completed and documented:
- A3.3.1. Flightline driving training course?
  - A3.3.2. Minimum passing score of 80% (corrected to 100%) on the written flightline driving test?
  - A3.3.3. Flightline day and night orientation that identifies and demonstrates those items in the Flightline Drivers Course?
  - A3.3.4. Color vision screening for runway access?
  - A3.3.5. Possession of a current civilian drivers license?.
- A3.4.** Have procedures been established for flightline driving violations, which include:
- A3.4.1. Reporting procedures?
  - A3.4.2. Decertification of vehicle operators?
  - A3.4.3. Completion of remedial training prior to flightline recertification?
- A3.5.** Are vehicles kept clean and visually checked before being operated on the flightline to prevent possible FOD incidents?
- A3.6.** Is flightline training documentation prepared upon completion of all training requirements and hand-carried to OSAA for review and validation of flightline driving authorization?
- A3.7.** Are flightline driver training documents maintained at unit level?
- A3.8.** Do flightline vehicle and equipment operators have a valid AF Form 483, over-stamped by OSAA?
- A3.9.** After presenting the flightline driving course, does the VCO/VCNCO administer an initial familiarization tour, in addition, a night familiarization tour if the individual works night shifts?
- A3.10.** Are the orientation tours being documented?
- A3.11.** Are flightline driving incidents reported immediately to OSAA, SEG, and SPOL for appropriate action?
- A3.12.** Are all runway access flightline operators familiar with control tower light-gun signals, and do government vehicles have control tower light-gun signal decals?
- A3.13.** Are all runway access flightline operators familiar with control tower radio procedures?

**A3.14.** Are all VCO/VCNCOs and instructors designated in writing by the unit commander and was a copy of the letter forwarded to OSAA?

**A3.15.** Is a copy of the 22 OSS/OSAA letter on file to show certification of VCO/VCNCO qualification on file?

**A3.16.** Do flightline driving instructors fulfill the following requirements:

A3.16.1. Do assigned instructors have a CURRENT AF Form 483 and is it over stamped by OSAA?

A3.16.2. Prior to designation, have instructors been assigned duties which require driving on the flight line a minimum of three months prior to appointment?

A3.16.3. Are assigned instructors familiar with applicable directives?

A3.16.4. Have all assigned instructors been certified by the unit VCO/VCNCO?

**A3.17.** Are VCOs conducting periodic safety meetings?

**A3.18.** Are VCO/VCNCOs and instructors reviewing local documentation for completeness and compatibility with AF, AMC, and local directives?

**A3.19.** Are VCO/VCNCOs submitting quarterly reports with the number of flightline drivers in their unit?

**A3.20.** Are VCO/VCNCOs and instructors meeting at least annually to review problems and any changes? Is a written record of the meeting and attendees documented?



**Attachment 4**

**INSTRUCTIONS FOR COMPLETING AF FORM 483**

The VCO/VCNCO will complete the AF Form 483 as follows:

1. Certificate No. (provided by OSAA).
2. Name and date.
3. Command is "AMC" and Installation is "McConnell AFB KS"
4. Put "Flightline Vehicle Operator" in course completion block.
5. Name and title of commander or VCO/VCNCO and signature.
6. OSAA will overstamp and sign the back of the form.

## Attachment 5

## FLIGHTLINE CERTIFICATION

Certification # \_\_\_\_\_

1. I \_\_\_\_\_ have read and understand the flightline driving instruction.

(Print individuals name)

2. I have received a flightline checkride for both DAY and NIGHT and understand procedures.

3. I have been administered the local flightline drivers test, obtaining a passing score of \_\_\_\_\_.%

4. I have completed the unit course of instruction for flightline driving.

\_\_\_\_\_  
Signature of Trainee

\_\_\_\_\_ RUNWAY ACCESS NOT AUTHORIZED \_\_\_\_\_ RUNWAY ACCESS AUTHORIZED

5. I certify that normal color vision is/is not required for this AFSC (For Runway Access only).

NOTE: If normal color vision is required for your AFSC, the \*VCO/VCNCO must sign indicating so. If normal color vision is not required by AFSC or requires validation, the \*\*eye clinic will perform a color vision test or the \*\*Hospital Records Section will validate that a color vision test has been previously accomplished and passed. Hospital will stamp/sign appropriate signature block.

\_\_\_\_\_  
\*Signature of VCO/VCNCO

6. I certify the above individual is/is not color deficient.

\_\_\_\_\_  
\*\*Signature and Clinic Stamp

7. I certify the above individual has completed the prescribed course of instruction and practical test required by current directives and has a valid civilian driver's license. The above individual is deemed qualified to perform the duties of flightline vehicle operator.

\_\_\_\_\_  
Signature of VCO/VCNCO\_\_\_\_\_  
Signature of Commander

8. This document will be maintained with the AF Form 171 and taken to Airfield Management for certification.

\_\_\_\_\_  
Signature of Airfield Management/date

**Attachment 6****FLIGHTLINE CHECKRIDE, PRACTICAL**

THE FOLLOWING AREAS WILL BE ACCOMPLISHED BY ACTUALLY PERFORMING THE STEP.

A PASS/FAIL STANDARD IS ESTABLISHED FOR THIS SECTION.

A FAILURE ON ANY ASTERISKED ITEM IS A FAILURE FOR THIS ENTIRE TEST

ALL PERSONNEL ARE SUBJECT TO A FURTHER EVALUATION BY AIRFIELD MANAGEMENT

Operator, accompanied by the flight line instructor will:

	Day	Day	Night	Night
	PASS	FAIL	PASS	FAIL
1. Vehicle care inspection, to include a FOD check.	_____	_____	_____	_____
2. Locate entry control points and flightline entry points.	_____	_____	_____	_____
3. Demonstrate knowledge of speed limits.	_____	_____	_____	_____
4. Demonstrate use of traffic flow plans in the mass parking area, in areas that have blind/choke spots, and on taxiways.	_____	_____	_____	_____
5. *Demonstrate procedures approaching and departing taxiing or towed aircraft.	_____	_____	_____	_____
6. *Locate a runway hold line and state purpose.	_____	_____	_____	_____
7. Properly perform procedures for a vehicle left unattended on the flightline.	_____	_____	_____	_____
8. Properly perform procedures for driving during emergency response and exercises.	_____	_____	_____	_____
<b>***THE FOLLOWING FOR RUNWAY ACCESS ONLY***</b>				
9. *Demonstrate a runway crossing.	_____	_____	_____	_____
10. *Use proper Control Tower phraseology and radio discipline.	_____	_____	_____	_____

ALL PERSONNEL ARE SUBJECT TO A FURTHER EVALUATION BY AIRFIELD MANAGEMENT

\_\_\_\_\_  
Signature of Operator, date

\_\_\_\_\_  
Signature of Instructor, date

**Attachment 7****MINIMUM REQUIREMENTS FOR FLIGHTLINE PROFICIENCY CHECKRIDE**

1. Has the individual read and acknowledged understanding of this regulation?
2. Has the individual received a safety flightline orientation briefing?
3. Does the flightline orientation tour include the following (with required explanation and demonstrations, as a minimum):
  - a. Aircraft movement areas and those controlled by the Control Tower?
  - b. Location of entry control points?
  - c. Flightline traffic flow?
  - d. Flightline speed limits?
  - e. Parking on the flightline?
  - f. Chocking requirements?
  - g. Approaching and departing taxiing aircraft day and night?
  - h. Flightline driving during alerts and or exercises?
  - i. FOD prevention and control?
  - j. Vehicle operator care and inspection requirements?

**ADDITIONAL RUNWAY ACCESS REQUIREMENTS**

- k. Control tower light-gun signals?
  - l. In-depth briefing on proper radio terminology and discipline?
  - m. Runway crossing procedures, normal and emergency?
4. Has the day and night familiarization ride been accomplished and documented?
5. After course completion, is the individual certified as flightline qualified and issued an AF Form 483 over-stamped by 22 OSS/OSAA?

## Attachment 8

## RUNWAY ACCESS SUFFIX EXEMPTIONS

The following call signs are exempt from runway access suffixes:

OFF SYMBOL	CALL SIGN
22 ARW/CC_____	Alpha
22 ARW/CV_____	Bravo
22 OG/CC_____	Charlie
22LG/CC_____	Delta
22 ARW/SE_____	Safety
22 OSS/OSAA_____	OPS 1, 2, 3, 4
22 CS/SC MM_____	Comm 13, 14, 15
22 LG/MS_____	Red Super
22 AGS/LGG_____	AGS Super
22 AGS/LGGA_____	Eagle 1
22 AGS/LGGB_____	Badger 1
22 AGS/LGGC_____	Cobra 1
184 BW/CC_____	Jayhawk 1
184 BW/CV_____	Jayhawk 2
184 BW/OG_____	Jayhawk 3
184 BW/LG_____	Jayhawk 4
127 BS/CC_____	Jayhawk 5
184 BW/SOF_____	Guard SOF
184 BW/SE_____	Guard Safety
184 BW/MA_____	Guard Egress
184 BW/MA_____	Guard Recovery
127 BS/OPS_____	Guard OPS
22 MXS/CCTA_____	Transient
22 CES/CC_____	CE 1
22 CES/CEO_____	CE 2
22 CES/CEOHH_____	Snow 1, 2
22 CES/CEOHH_____	Sweeper 1, 2
22 CES/CEOIE_____	Airfield Lighting 1, 2

22 CES/CEF\_\_\_\_\_ Crash XX

22 MG\_\_\_\_\_ Medic 1, 2, 3, 4, 5

Boeing/Security & Fire Dept\_Boeing Squad (x)

NOTE: All others will be assigned suffixes as required after Base Operations has been contacted. Suffixes (starting with Lima) will be an integral part of call signs for all transmissions to the Control Tower.

**Attachment 9****RELATED PUBLICATIONS**

NOTE: The publications listed below relate to tasks assigned in this base instruction.

AFI 13-213\_\_\_\_\_Airfield Management  
AFI 13-203\_\_\_\_\_Air Traffic Control  
AFJMAN 24-306\_\_\_\_\_Manual for the Wheeled Vehicle Driver  
AFI 24-30\_\_\_\_\_Vehicle Operations  
AFI 32-1042\_\_\_\_\_Standards for Marking Airfields  
AFI 32-1045\_\_\_\_\_Snow and Ice Control  
AFI 32-2001\_\_\_\_\_Fire Protection Operations and Fire Prevention Program  
AFI 90-201\_\_\_\_\_Inspector General Activities  
AFR 125-14\_\_\_\_\_Motor Vehicle Traffic Supervision  
AFI 31-209\_\_\_\_\_The Air Force Resources Protection Program  
AFI 91-202\_\_\_\_\_The U S Air Force Mishap Prevention Program  
AFI 44-109\_\_\_\_\_Mental Health and Military Law  
MAFBI 13-201\_\_\_\_\_Local Airfield Operations  
MAFBR 355-1\_\_\_\_\_Planning, Operations and Management  
OPLAN 31-209\_\_\_\_\_Resource Protection  
OPLAN 718\_\_\_\_\_Snow and Ice Control  
AFOSH STD 91-100\_\_\_\_\_Aircraft Flightline Ground Operations and Activities  
FAAH 7110.65\_\_\_\_\_Air Traffic Control